

Design and Implement Effective Training Programs

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| Date and duration |
| <p>Training code : PINF002EN Duration : 3 days Nombre d'heures : 21 heures</p> |
| Body |
| <p>In the field of training, instructional design is a strategic approach aimed at designing, implementing, and evaluating training programs to better meet organizational needs. It encompasses a set of processes ranging from skills needs analysis to evaluating the impact of training on both individual and collective performance. Acting as a true conductor, the training designer coordinates all stakeholders and resources necessary for the success of a training project.</p> <p>By attending this 3-day program, you will go through all the key steps of instructional design. You will learn how to analyze training needs, draft precise specifications, and select the best training providers. You will also discover how to design appropriate teaching methods, implement training actions, and evaluate their effectiveness. Through hands-on exercises and role-playing scenarios, you will acquire the skills required to manage training projects from A to Z and optimize your company's training investment. In addition, this program will provide you with the expertise needed to adapt training pathways to the specific needs of your organization and employees.</p> |
| Objectifs |
| <p><i>At the end of this Train-the-Trainer program, you will be able to:</i></p> <ul style="list-style-type: none"> • Analyze training needs using various methods (interviews, questionnaires, observations, document analysis) and draft a clear and detailed training specification, including learning objectives and evaluation criteria • Design training solutions tailored to identified needs, applying instructional design principles, taking into account different learning models and accessibility requirements • Select the most relevant training providers based on strategic and quality criteria, assessing proposals and negotiating contracts • Implement training programs by optimizing resources and ensuring logistical and administrative follow-up • Evaluate training effectiveness at multiple levels (reaction, learning, behavior, results) using appropriate methods and tools, and calculate ROI in order to adjust plans accordingly and justify investments |
| Points forts |
| <ul style="list-style-type: none"> • An immersive and practical training through concrete exercises and case studies • Active and participatory learning with group activities and constructive exchanges • Key skills for trainers that can be applied immediately in your profession • Ongoing evaluation to track your progress and adjust the learning path |
| Modalités d'évaluation |
| Quiz / QCM |

Pré-requis

To enroll in this program, participants should have:

- Professional experience (even limited) in a field related to training, human resources, skills development, or project management
- Basic knowledge of professional training issues
- Ability to use word processing, spreadsheet, and presentation software

Public

This training program is intended for:

- Training Managers and Training Officers who want to structure and optimize their practices in needs analysis, program design, provider selection, management, and evaluation of training initiatives
- HR Managers and HR Generalists involved in defining competency needs and implementing training plans
- Talent and Skills Development Managers seeking to design relevant and effective training programs
- Any professional involved in skills development and training management

Programme

Module 1: Analyzing Training Needs

- Assess existing skills and gaps compared to expected competencies
- Analyze training needs in light of market developments and new technologies
- Identify the expectations of employees and managers
- Overview of training needs analysis methods:
 - Individual and group interviews
 - Questionnaires and surveys
 - On-the-job observations
 - Document analysis (job descriptions, evaluations, etc.)
- Use of competency analysis tools (examples)
- Prioritize training needs based on importance and urgency

Practical exercise:

- Analyze training needs for your organization

Module 2: Drafting Training Specifications

- Define training objectives (skills acquisition and performance improvement)
- Define the target audience (number of participants, profiles, skill levels)
- Identify pedagogical and logistical requirements (formats, duration, locations)
- Specify success criteria and expected outcomes (performance indicators, timelines)

Practical exercise:

- Draft training specifications

Module 3: Selecting a Training Provider

- Identify selection criteria (reputation, expertise, cost)

- Analyze training offers and compare proposals
- Assess pedagogical quality through references and certifications
- Negotiate contracts and service terms

Practical exercise:

- *Simulate the provider selection process by evaluating several proposals*

Module 4: Designing the Training Program

- Define learning objectives aligned with training needs
- Apply instructional design and learning models (e.g., ADDIE)
- Choose appropriate training methods (classroom, e-learning, blended learning)
- Design training content and materials, considering accessibility requirements for people with disabilities
- Plan the training schedule and allocate necessary resources

Practical exercise:

- *Develop a training plan*

Module 5: Implementing Training Actions

- Coordinate internal and external trainers
- Manage logistics and prepare training materials
- Oversee participants and handle administrative follow-up
- Adapt the program to unexpected events or specific needs

Practical exercise:

- *Simulate organizing a training session, including managing unexpected issues*

Module 6: Evaluating Training Programs

- Measure participants' immediate satisfaction (questionnaires, interviews)
- Assess skill acquisition through tests or practical exercises
- Apply different evaluation levels (e.g., Kirkpatrick model: reaction, learning, behavior, results)
- Analyze the impact of training on employee and organizational performance
- Propose adjustments to improve training effectiveness

Practical exercise:

- *Analyze training results and suggest corrective actions*

Module 7: Managing Training Budgets and Resources

- Define a realistic training budget based on priorities and available resources
- Identify funding opportunities and training subsidies
- Optimize the allocation of material and human resources
- Monitor the budget throughout the year and adjust forecasts when needed
- Calculate the ROI (Return on Investment) of training programs

Practical exercise:

- *Develop a training budget for an organization*